

How to Submit a Contract Packet Electronically to PSCRB

Beginning June 1, 2009, all state agencies must submit their Contract Packets to the PSCRB electronically.

The following information will assist you in completing an online submission.

Establishing a LoginID and Password

You will be asked to provide a LoginID and eight-character Password in order to access the online submission page. Initially each agency will receive an email from PSCRB with a LoginID and Password. Once you have entered the Password provided for your agency, you will be able to change the Password. Please maintain the LoginID and Password in a secure place. After the initial email, the PSCRB will not view or change your agency's LoginID/Password.

Once you have entered the system, click on "Agency Contracts" to begin submitting a Contract Packet.

Preparing to Submit and Submitting Your Contract Packet

Before submitting your Contract Packet you will need to scan the Contract Packet, save to a single PDF file, and be prepared to attach the scanned Contract Packet at the end of the submission process. All documents which you would previously have submitted as a hard copy to the PSCRB (depending upon your current request type) should be included in the scanned Contract Packet.

Additionally, you will need the following information to complete the application:

- Contract Number (from SPAHRS)
- Term of Contract (from and to dates)
- Object Code
- Vendor Name
- Fiscal Year (from SPAHRS)
- Type Request:
 - New (first time submitted to PSCRB even if previously system-approved)
 - Renewal (exercising option to renew)
 - Modification (any other change to contract)
- Total Cost (with funding percentage breakdown for General, Federal and "Other")
- Agency Representative
- ARRA/Stimulus amount (if any)

It is advisable to have this information and the PDF document ready before you begin your online submission so that your session does not time out before completion.

If you have special notes for this contract, please enter them under Agency Note(s), at the bottom of the page after you have entered the above information. Once the Contract Packet has been successfully submitted, you will be given the option of submitting additional contracts for your agency. If you have any questions, please call the PSCRB at 601-359-6517.